

The regular meeting of the Montague Retirement Board, duly posted, was held in the Town Hall Annex at One Avenue A, Turners Falls, MA on the above date, and came to order at 9:04 AM. This meeting was not recorded.

**Retirement Board Members Present:** Carolyn Olsen, Cheryl Clark, Steven Ellis and Marianne Fiske were present. David Dion participated remotely by telephone.

**Retirement Board Staff Present:** Administrator Deb Underhill was present.

**Minutes:** September 28, 2021 Retirement Board meeting minutes for review and approval.

On a motion made by Cheryl Clark and seconded by Marianne Fiske, the Board voted to approve the minutes of the September 28, 2021 Retirement Board meeting.

**Roll Call Vote:** Marianne Fiske YES Carolyn Olsen YES Cheryl Clark YES Steven Ellis YES David Dion YES

**Vote:** 5 in Favor 0 Opposed 0 Abstained

**Contributory Retirement Warrant:** approve October 2021 Warrant #10, dated October 29, 2021, in the amount of \$317,395.85.

Payroll	\$ 309,185.24
Expenses	\$ 6,905.60
Education	\$ 400.00
AS Transfer	\$ 719.00
AS Refund	<u>\$ 186.01</u>
Total Warrant	<u>\$ 317,395.85</u>

On a motion made by Marianne Fiske and seconded by Cheryl Clark, the Board voted to approve the October 2021 Warrant #10, dated October 29, 2021, in the amount of \$317,395.85.

**Roll Call Vote:** Marianne Fiske YES Carolyn Olsen YES Cheryl Clark YES Steven Ellis YES David Dion YES

**Vote:** 5 in Favor 0 Opposed 0 Abstained

**New Members:** approve new members listed below:

Oliver Beane, TWN, Assessing Technician, effective 9/27/21  
William Waldsmith, GMRSD, Transportation Coordinator, effective 9/13/2021  
Joanne Palhete, TWN, Custodian, effective 9/13/2021  
Katherine Siwicki, GMRSD, Paraprofessional, effective 9/20/2021  
Kayla White, GMRSD, Cafeteria Assistant, effective 9/20/2021  
Cassandra Holmes, GMRSD, Speech & Lung Path assistant, effective 10/4/21  
Roy Dennis, TWN, DPW Mechanic, effective 10/5/21  
Brenden Jacobs, GMRSD, Custodian, effective 10/12/21  
Cameron Tucker, TWN, DPW Grounds, effective 10/12/2021  
Jason Kingsbury, TWN, DPW Grounds, effective 10/12/2021  
Caitlin Kelley, TWN, Library Director, effective 10/18/21

On a motion made by Cheryl Clark and seconded by Marianne Fiske, the Board voted to approve the new members listed above.

**Roll Call Vote:** Marianne Fiske YES Carolyn Olsen YES Cheryl Clark YES Steven Ellis YES David Dion YES

**Vote:** 5 in Favor 0 Opposed 0 Abstained

**Superannuation Retirement:** approve Superannuation Retirement listed below:

Linda Hickman, TWN, Option B, effective 10/30/2021.

On a motion made by Marianne Fiske and seconded by Cheryl Clark, the Board voted to approve Superannuation Retirement listed above.

**Roll Call Vote:** Marianne Fiske YES Carolyn Olsen YES Cheryl Clark YES Steven Ellis YES David Dion YES

**Vote:** 5 in Favor 0 Opposed 0 Abstained

**Refund of erroneous deduction:** approve refund of retirement deduction for Michael Holloway in the amount of \$51.01, withheld in error by GMRSD on 9/30/21, for work performed after he was retired.

On a motion made by Cheryl Clark and seconded by Marianne Fiske, the Board voted to approve refund of retirement deduction for Michael Holloway in the amount of \$51.01, withheld in error by GMRSD on 9/30/21, for work performed after he was retired.

**Roll Call Vote:** Marianne Fiske YES Carolyn Olsen YES Cheryl Clark YES Steven Ellis YES David Dion YES

**Vote:** 5 in Favor 0 Opposed 0 Abstained

**Refund of erroneous deduction:** approve refund of retirement deduction for Mary Savinski in the amount of \$135.00, withheld in error by GMRSD on 9/2/2021 on Ms. Savinski's sick time buyout.

On a motion made by Cheryl Clark and seconded by Marianne Fiske, the Board voted to approve refund of retirement deduction for Mary Savinski in the amount of \$135.00, withheld in error by GMRSD on 9/2/2021 on Ms. Savinski's sick time buyout.

**Roll Call Vote:** Marianne Fiske YES Carolyn Olsen YES Cheryl Clark YES Steven Ellis YES David Dion YES

**Vote:** 5 in Favor 0 Opposed 0 Abstained

**AS Transfer:** Cara Klempler, GMRSD, 2/22/2021 – 6/11/2021, 3 months 19 days, transfer to Greenfield Retirement Board in the amount of \$719.00.

On a motion made by Marianne Fiske and seconded by Cheryl Clark, the Board voted to approve the transfer of Cara Klempler, GMRSD, 2/22/2021 – 6/11/2021, 3 months 19 days, transfer to Greenfield Retirement Board in the amount of \$719.00.

**Roll Call Vote:** Marianne Fiske YES Carolyn Olsen YES Cheryl Clark YES Steven Ellis YES David Dion YES

**Vote:** 5 in Favor 0 Opposed 0 Abstained

**Notice of Missing Benefit Verification Form (affidavit):** Philip Przybyla was sent a 2<sup>nd</sup> notice on 9/7/2021, was called twice with voice mail messages left both times, and was sent a 3<sup>rd</sup> notice via certified mail on 10/13/21, which was received with a signature. The retirement office still has not received his 2021 Benefit Verification Form. His retirement allowance will be withheld in November if it is not received by November 15<sup>th</sup>, until he complies per PERAC fraud prevention regulations.

**Notice of 91A Excess Earnings:** the Board has received notice from PERAC that ADR retiree Judith Leveille had excess earnings in the amount of \$7,750.78 for CY2020. Ms. Leveille's retirement allowance will be withheld beginning this month, (except an amount equal to her insurance deductions) until her excess earnings are recovered.

**CY22 Budget:** Board to review and approve the proposed CY2022 retirement system budget.

**Discussion:** Board members discussed the proposed budget. The Board amended the PTG line item to include \$2000 for the Employee Self Service (ESS) module, and reduced Furniture & Equipment to \$1000. Board members discussed the Administrator salary increase, and proposed a 4% increase.

**MONTAGUE RETIREMENT SYSTEM  
CALENDAR 2021 ESTIMATED & FINAL CY22 BUDGET -**

Description	CY21		DIFFERENCE	CY2022	
	BUDGETED	ESTIMATED		FINAL BUDGET	% CHANGE
<b>Salaries</b>					
Town Accountant	4,020	4,020	0	4,020	0.00%
Treasurer	3,000	3,000	0	3,000	0.00%
* Administrator/28 hrs	50,960	50,960	0	52,998	4.00%
**Administrator Extra Hours	700	700	0	1,456	108.00%
Board Stipend	16,080	16,080	0	16,080	0.00%
<b>Total Salaries</b>	<b>74,760</b>	<b>74,760</b>	<b>0</b>	<b>77,554</b>	<b>3.74%</b>
<b>Expenses</b>					
Fiduciary Ins.	2,500	2,555	-55	2,700	8.00%
Contract Labor	1,000	1,575	-575	1,000	0.00%
Administrative Expenses ***	6,500	5,500	1,000	6,500	0.00%
PTG Support	22,300	22,300	0	25,100	12.56%
Association Dues	600	600	0	600	0.00%
Election	1,000	0	1,000	1,000	0.00%
Employee Fringe Costs****	9,500	8,100	1,400	9,500	0.00%
Furniture & Equip.	2,500	1,626	874	1,000	-60.00%
Legal Exp.	8,000	3,800	4,200	8,000	0.00%
Travel & Education/Training	6,500	900	5,600	6,500	0.00%
Town Audit - GASB	5,000	5,500	-500	7,000	40.00%
Management Fees (PRIT)	270,000	280,000	-10,000	300,000	11.11%
<b>Total Expenses</b>	<b>335,400</b>	<b>332,456</b>	<b>2,944</b>	<b>368,900</b>	<b>9.99%</b>
<b>Total Salaries &amp; Expenses</b>	<b>410,160</b>	<b>407,216</b>	<b>2,944</b>	<b>446,454</b>	<b>8.85%</b>

On a motion made by Steven Ellis and seconded by David Dion, the Board voted to approve the CY2022 budget, as amended, in the amount of \$446,454.00.

**Roll Call Vote:** Marianne Fiske YES Carolyn Olsen YES Cheryl Clark YES Steven Ellis YES David Dion YES

**Vote:** 5 in Favor 0 Opposed 0 Abstained

**Buyback of PT Service:** Steven Ellis, TWN, Town Administrator, requested of the State Retirement Board to purchase part-time non-membership service at the University of Massachusetts, from 9/6/1992 – 5/28/1994, a total of 1 year, 4 months creditable service. The State Retirement Board denied the request because the member was not eligible for membership in the State Retirement System at that time. Mr. Ellis requests that the Montague Retirement Board accept the liability and approve the buyback for this time under Ch.32 Section 3(5).

On a motion made by Marianne Fiske and seconded by Cheryl Clark, the Board voted to approve the buyback and accept the liability for 1 year, 4 months creditable service for Steven Ellis, while working for the University of Massachusetts, which was denied by the State Retirement Board as he was ineligible for membership at that time.

**Roll Call Vote:** Marianne Fiske YES Carolyn Olsen YES Cheryl Clark YES Steven Ellis ABSTAIN David Dion YES

**Vote:** 4 in Favor 0 Opposed 1 Abstained

**Financial Statements:** Board review August 2021 financial statements, containing the following documents:

Cash Receipts Report	Bank Statements	Monthly Trial Balance
Cash Disbursement Report	Bank Reconciliation	Y-T-D Trial Balance
Adjustments Report	PRIT Statements	Monthly General Ledger
Supplementary Schedule	PRIT Reconciliation	Y-T-D Budget

**Topics not anticipated covered in the 48 hour posting requirement.** None

**Meeting Adjourned 9:44 AM.**

On a motion made by Marianne Fiske and seconded by Cheryl Clark, the Board voted to adjourn the meeting at 9:44 AM.

**Roll Call Vote:** Marianne Fiske YES Carolyn Olsen YES Cheryl Clark YES Steven Ellis YES David Dion YES

**Vote:** 5 in Favor 0 Opposed 0 Abstained

**Upcoming Meetings:** **Tuesday November 23, 2021 at 9 AM**  
**Tuesday December 21, 2021 at 9 AM**

**Meeting Materials:**

October 29, 2021 Warrant #10, with associated documents  
September 28, 2021 Minutes  
CY2022 Draft Budget Option 1 & 2  
Administrator Salary Survey July 2021  
August 2021 Financial Reports

**APPROVED BY THE MONTAGUE BOARD OF RETIREMENT**

\_\_\_\_\_ respectfully submitted,  
Carolyn Olsen, Chairperson

\_\_\_\_\_ Debra Underhill  
Cheryl Clark Administrator  
\_\_\_\_\_ Montague Retirement Board

\_\_\_\_\_ David Dion

\_\_\_\_\_ Marianne Fiske

\_\_\_\_\_ Steven Ellis